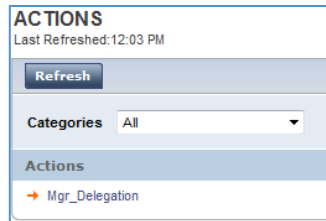


Requesting Backup Coverage

- 1 Select **Temporary Delegation** from the **Related Items** pane.



ACTIONS
Last Refreshed: 12:03 PM

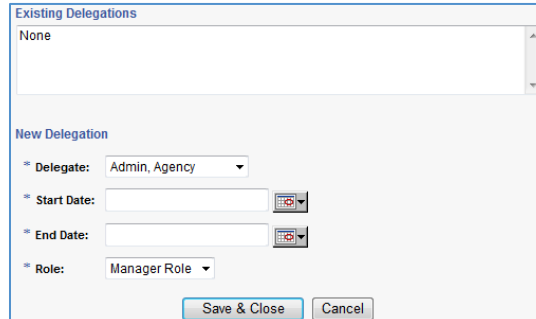
Refresh

Categories: All

Actions

→ Mgr_Delegation

- 2 Select **Mgr_Delegation**.



Existing Delegations
None

New Delegation

* Delegate: Admin, Agency

* Start Date: [Calendar Icon]

* End Date: [Calendar Icon]

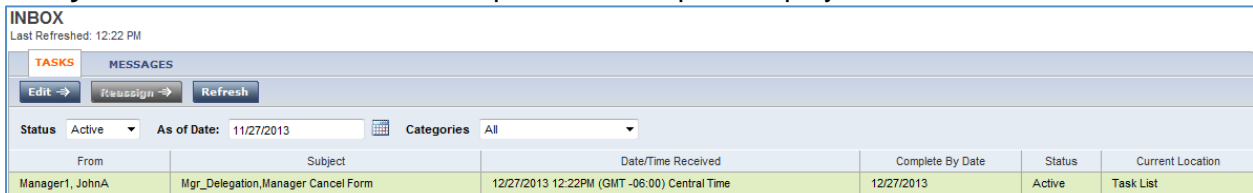
* Role: Manager Role

Save & Close Cancel

- 3 Select the **Delegate** from the drop down. Note: If other delegation assignments exist, an Action window displays. Click the **Create New Delegation** button, click the **Next** button.
- 4 Select the **Start Date** and **End Date**.
- 5 Select the profile that identifies the tasks to be delegated from the **Role** drop-down.
- 6 Click **Save & Close**. The delegation request is sent to the Manager/Supervisor's Inbox.

Accepting or Declining Backup Coverage Requests

- 1 Select **My Inbox** from the **Related Items** pane. The request displays from the **Tasks** tab.



INBOX
Last Refreshed: 12:22 PM

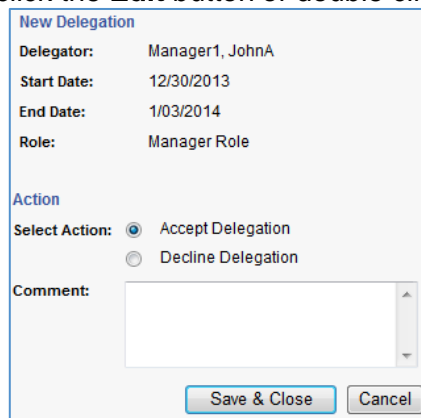
TASKS MESSAGES

Edit → Reassign → Refresh

Status: Active As of Date: 11/27/2013 Categories: All

From	Subject	Date/Time Received	Complete By Date	Status	Current Location
Manager1, JohnA	Mgr_Delegation, Manager Cancel Form	12/27/2013 12:22PM (GMT -06:00) Central Time	12/27/2013	Active	Task List

- 2 Select the delegation request and click the **Edit** button or double click the request.



New Delegation

Delegator: Manager1, JohnA

Start Date: 12/30/2013

End Date: 1/03/2014

Role: Manager Role

Action


Select Action: ☒ Accept Delegation ☐ Decline Delegation

Comment: [Text Area]

Save & Close Cancel

- 3 Click the **Accept Delegation** or **Decline Delegation** radio button.
- 4 Enter a message to the requesting Manager/Supervisor in the **Comment** field (Optional).
- 5 Click **Save & Close**.

Switching to Delegated Roles

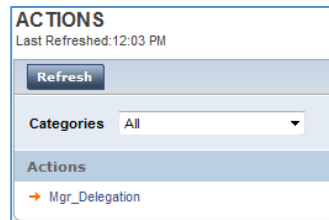
- 1 Click the **Switch Role** quick link . **Note:** If the arrow does not display, log off and then log on again using your user name and password.



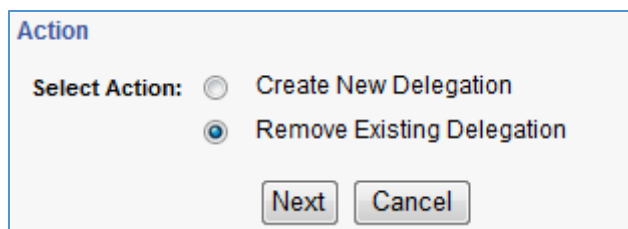
- 2 Select the Manager/Supervisor whose tasks you will perform as his or her delegate. The workspace view changes to that of the delegated manager. Repeat the process to return to your own workspace.

Canceling Delegations

- 1 Select **Temporary Delegation** from the **Related Items** pane.

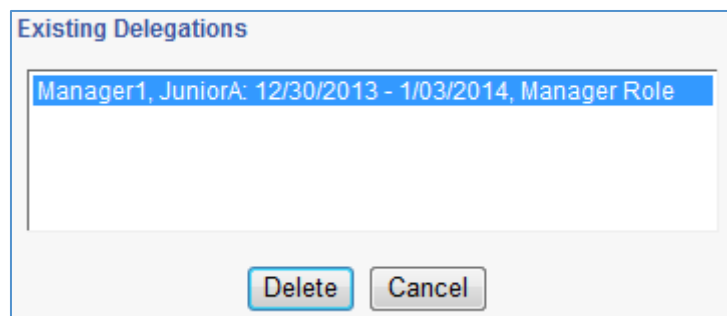


- 2 Select **Mgr_Delegation**.



- 3 Click **Remove Existing Delegation**.

- 4 Click the **Next** button.



- 5 Select the existing Manager/Supervisor delegation to be cancelled and click the **Delete** button.